

APPLY IN PERSON:

Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A,
San Diego, CA 92101

INTERNET: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107

24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

Page 1 of 2

#T2342 LAND SURVEYING ASSISTANT

***MONTHLY SALARY: \$4653 to \$5606**

#T2343 LAND SURVEYING ASSOCIATE

***MONTHLY SALARY: \$5357 to \$6468**

***APPLICATION FILING PERIOD: FIRST DATE: March 10, 2006**

LAST DATE: April 28, 2006

Applications received later than 5:00 p.m. on the last date of this application filing period will be rejected. **Prompt application is encouraged. Immediate vacancies may be filled when sufficient applicants have been processed.** Later applicants will be eligible for employment consideration as future positions MAY become available.

***NOTES:**

1. Employees with valid **State of California** registration as a Professional Land Surveyor are eligible for an additional 15% pay.
2. These positions receive \$5575 in annual benefits through a cafeteria-style flexible benefits plan which includes health insurance, life insurance, dependent care coverage, and cash back options. The City has PERS reciprocity, and offers 17 days vacation/sick leave and 11 paid holidays annually, tuition reimbursement, and opportunities to pursue career growth and advancement.

REQUIREMENTS: For each position, you must meet the **Registration** – OR - **Education AND Experience** requirement(s) listed below on the date you apply, unless otherwise indicated.

REGISTRATION: Land Surveying Assistant AND Land Surveying Associate:

Registration as a professional Land Surveyor with a State Licensing Board. **(Proof of registration must be submitted at time of application.)**

- OR -

APPLICANTS WHO DO NOT HAVE LAND SURVEYOR REGISTRATION MUST MEET THE EDUCATION AND EXPERIENCE REQUIREMENTS SPECIFIED BELOW:

EDUCATION: Land Surveying Assistant AND Land Surveying Associate: You must meet **ONE** of the following education requirements. **(Proof of education must be submitted at time of application.)**

1. Bachelor's Degree in Land Surveying. – or –
2. Bachelor's Degree in Civil Engineering or Geographic Information Systems (GIS), which **must** include a minimum of 30 units of land surveying course work. – or –
3. Certification as a Land Surveyor-in-Training (LSIT) issued from a State Licensing Board.

- AND -

EXPERIENCE:

Land Surveying Assistant. You must meet **ONE** of the following experience requirements:

1. Two years of full-time experience as a Principal Survey Aide with the City of San Diego. – or –
2. Two years of full-time journey level land surveying experience at a level equivalent to the City of San Diego classification of Principal Survey Aide, **which must include** performance of at least one of the following functions:
 - a. Producing and/or reviewing survey, subdivision and topographic maps, or land title documents.
 - b. Producing cadastral components of a Geographic Information System.
 - c. Performing as a Party Chief or Instrument Operator on a survey crew.

#T2342 LAND SURVEYING ASSISTANT

Land Surveying Associate. You must meet ALL of the following experience requirements:

Three years of full-time professional land surveying experience that includes a minimum of one year performing both of the following functions:

1. **Office survey experience** producing and/or reviewing survey, subdivision, and topographic maps or land title documents; or producing the cadastral components of a Geographic Information System. – **and** -
2. **Field survey experience** at a level equivalent to the City of San Diego classification of Land Surveying Assistant, which must include the following types of responsibilities: serving as Party Chief on a survey crew; performing preliminary, topographic and/or construction staking surveys; performing complex coordinate geometry calculations; analyzing conflicts between design plans and existing improvements; preparing cut sheet notes and sketches; and reviewing as-built plans, maps, record-of-survey and right-of-way drawings.

NOTES:

1. A Master's Degree in Land Surveying, Civil Engineering or Geographic Information Systems may be substituted for a maximum of one year of the required experience as specified above. (**Proof of degree must be submitted at time of application.**)
2. Additional qualifying land surveying experience may be substituted for education lacked on a year-for-year basis. (One year of full-time experience = 30 semester/45 quarter units.)

LICENSE: A valid California Class C Driver's License may be required **at the time of hire**.

DUTIES: Land Surveying Assistant/Associate: Provide office and field survey services in support of the City's public works and land acquisition projects; review, approve, and process subdivision land maps/land title documents; ensure land maps/land title documents are in compliance with state and local ordinances; establish/confirm property boundaries on subdivision maps; record maps with County Tax Assessor's office; prepare legal descriptions, land boundary plans and certificates of completion; provide support and supervision to the City Geographic Systems Cadastral Mapping Program; may serve as Party Chief on a survey crew; train, review and evaluate the work performance of subordinates; read and interpret construction plans, field survey notes, maps and record-of-survey and right-of-way drawings; prepare survey notes and sketches by hand and using CADD programs; prepare corner records and records of survey; establish horizontal and vertical control for field surveys; utilize electronic total station, data collectors, bar code level and GPS equipment; prepare survey plats, recorded maps and legal descriptions; and perform other duties as assigned. **NOTE: Land Surveying Assistants** may supervise subprofessional personnel, while **Land Surveying Associates** will generally supervise professional and subprofessional personnel and perform all of the above duties in a supervisory capacity. Licensed **Land Surveying Assistant/Associate** level employees may be placed in responsible charge of one or more of the above activities. Licensed **Land Surveying Associates** may be deputized to approve documents for the City Engineer.

HOW TO APPLY: Submit a completed DATA ENTRY FORM and APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments) for the position(s). Please check all positions listed on your application for which you want to apply. On the Data Entry Form you should record only one position; any additional positions you have checked on your application will be automatically added to your file. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list(s).

ELIGIBLE LIST: Separate eligible lists will be established for **Land Surveying Assistant** and **Land Surveying Associate**. Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list(s) which will be used to fill position vacancies during the next **two years**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is conditional pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

SMS/August 16, 2002/*Rev. 5 (03-10-06)/Class 1938;1939

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER